

CONFIDENTIAL

3 January 1956

MEMORANDUM FOR: Chief, Supply Division, Office of Logistics
THROUGH: Chief, Forms Management Branch, HHS, Mgt Staff
SUBJECT: Establishment of the Revised Fitness Report
(Parts I & II) as an Agency Stock Item

25X1
1. As the result of a recent decision by the CIA Career Council, the present procedures and forms applied under Regulation [] dated 21 September 1954, have been revised. New procedures will be covered by a revision of the subject Regulation and by a revised edition of Form No. 45 dated 1 Nov 55.

2. The revised edition of Form No. 45 differs from previous editions of the form in that the new form is divided into two (2) parts and printed as two (2) individual sheets. Form No. 45 (Part I) is entitled Fitness Report (Part I) Performance, and Form No. 45 (Part II) is entitled Fitness Report (Part II) Potential. Both parts of the revised form may be completed together to provide an annual Fitness Report or, in the case of special reports relating to promotion, reassignment, etc., only Part I of the revised Form No. 45 will be completed, providing for use of a long or short form.

25X9A2
3. Initial supplies of the revised Form No. 45 (Parts I & II) are presently on hand in the Office of Personnel in quantities of [] copies for each part. In addition, a revised edition of Form No. 45a dated 1 Nov 55, entitled Field Transmittal - Fitness Report, is also on hand in the quantity of [] copies. In view of initial use of the new forms, the supplies on hand are expected to last approximately 2-3 months.

4. In order to provide for efficient distribution of the new Fitness Report to all Agency components, it is requested that the Supply Division take the necessary steps to have the new Form No. 45 (Parts I & II) established as an Agency stock item and distributed initially to building supply rooms on an automatic basis.

5. Since the new Form 45a, Field Transmittal - Fitness Report, is classified SECRET even before completion, action should not be taken at this time to establish the form as a stock item. Realizing that classified form material presents a storage problem, efforts will be made to work out a separate supply procedure with the major components concerned.

Office of Personnel
Forms Management Program
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